

### BUSINESS VOCABULARY

# On your desk

Lesson code: DDGR-G7NB-1EKT ELEMENTARY

## 1 Desk objects

### Study the words below.

a calculator	a file	a folder	a keyboard	a mouse	a mouse mat
a notepad	a pen	a pencil	a pencil	a photo	a plant
a screen	a telephone	paper	paper clips	plastic racks	post-it notes

### Now look at the picture below for about a minute:



Do the exercise on the next page.



## 2 There was / were

What do you remember? Without looking at page 1, complete the sentences below with 'there was/were/wasn't/weren't' with 'a/an', 'some' and 'any'.

1.	There was a	calculator.	
2.			_telephone.
3.			_ paper clips.
4.			$_{\scriptscriptstyle \perp}$ keyboard.
5.			_ plastic racks.
6.			_ lamp.
7.			_ pencil.
8.			_ post-it notes.
9.			_ pens.
10.			_ paper.

Compare with a partner. Look and the picture and check your answers.

Now look at the conversation about the desk on page 1:

- **A: Do you have** a keyboard on your desk?
- B: Yes, I do.
- A: Are there any pens
- **B:** No, there aren't. But there's a pencil.
- A: What else do you have on your desk?
- **B:** I have a notepad and a few paper clips.

Have a similar conversation with your partner about your desk. Use 'some', 'any', 'a few', 'a lot of', 'a little'.

Now read the article on the next page. Which personality are you?



# What does your desk say about you?

# A desk is not only a place to sit and do work. It says something about your personality.

#### The dreamer

Do you have any photos of your holiday on your desk? Be careful. If there are a lot of holiday photos, it shows that you prefer to be somewhere else. You are thinking about the beach, not tomorrow's marketing presentation!

#### The technophobe

Are there any post-it notes on your desk? If you have post-it notes all over your desk, it shows that you have a problem with technology. If you want to be organized, use your computer.

#### The rebel

Is your desk empty? If there is nothing on your desk, it shows that you are not yet comfortable in your new company or maybe you are looking for another job.

#### The homesick person

Are there many family photos on your desk? It is fine to have a few photos of your family. But if you have a lot of photos, it shows that you want to be at home, not at work.

#### The workaholic

How many empty coffee cups and energy drinks do you have on your desk? If you have a lot, it shows that you do not have much balance in your life. You spend a lot of time in the office and you need a hobby.

#### The chatterhox

Do you always have a box of chocolates on your desk? Office workers with a never-ending supply of chocolates and sweets are often popular with their colleagues. But it can also show that you like talking all the time.

## 3 Review

If you want to remember the words from today's lesson, you can go to www.linguahouse.com/learning-english, enter Lesson code: QWERTYUIOPASDFGHJKLZXCVBNM1234567890-, and click 'Start My Review'.



